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13 November 1957

MEMORANDUM FOR: Mr. Houston

25X1A 1. With further reference to the matter of a letter recommendation supporting [] application for the Harvard Business School, the following three specific items must be covered: (1) What [] can offer fellow students in the course, (2) what [] should get from the course, and (3) indications of what kind of a man [] is; that is, sort of a social traits profile covering such things as his hobbies, community interests, etc.

2. The letter should be addressed to:

Assistant Dean William P. Gormbley
Director, Advanced Management Program
Harvard Graduate School of Business Administration
Soldiers Field
Boston 63, Massachusetts

3. I will be grateful to have your letter by 22 November so that I may get it to the Office of Training by the deadline they have imposed.

SA/DDS/JER:epr

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